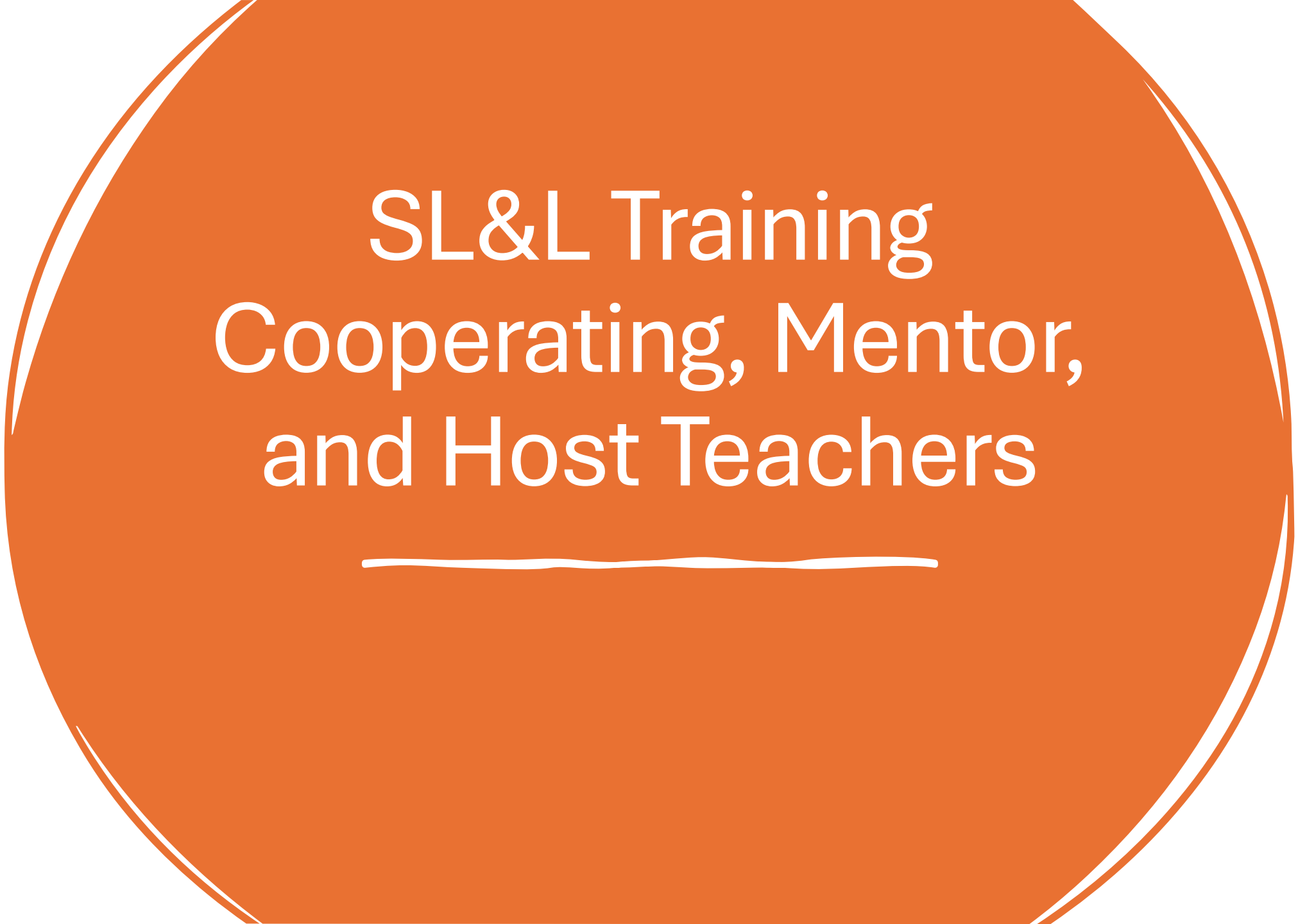


A large orange circle with a thin white border, serving as a background for the text.

SL&L Training Cooperating, Mentor, and Host Teachers

Cooperating, Mentor, and Host Teachers

- As a Cooperating/Mentor/Host Teacher, you will be required to review and complete designated activities in **Student Learning & Licensure (SL&L)**.
- If you have previously used **TK20**, please note that **TK20 is no longer used for Single Semester Student Teaching candidates beginning Fall 2026**.
- The following slides provide step-by-step instructions on:
 - ✓ Logging in to **SL&L**
 - ✓ Accessing your assigned candidate(s)
 - ✓ Reviewing required activities
 - ✓ Submitting evaluations and forms in SL&L
 - ✓ Reviewing and Approving Timelogs



Key Responsibilities of Cooperating, Mentor, and Host Teachers in SL&L

- As a Cooperating, Mentor, or Host Teacher, your primary responsibilities in **Student Learning & Licensure (SL&L)** include:
- Completing and submitting assigned activities for each teacher candidate.
- Reviewing activities submitted by the Field Supervisor.
- Reviewing and approving student time logs.



SL&L Login Instructions



How to login to SL&L

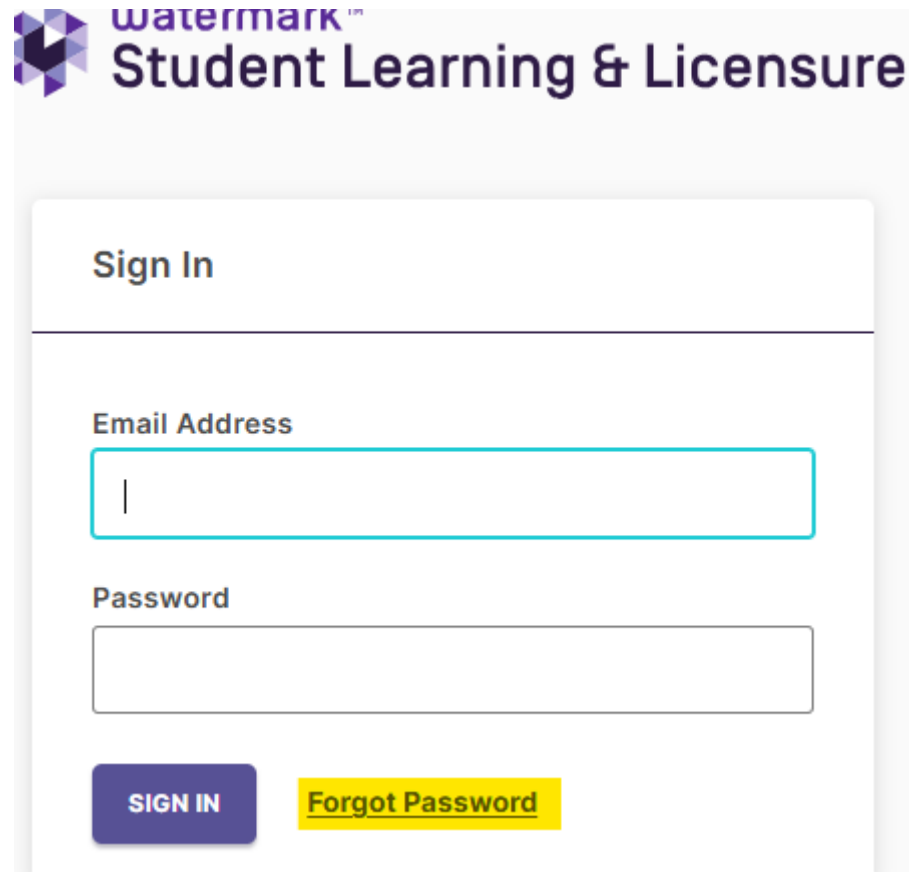
- Site Supervisors, Mentors, Cooperating Teachers, and Campus Administrators will receive an email when a student is assigned to them.
- Follow the instructions in the email you received. The link will direct you to the **SL&L** login page at “sll.watermarkinsights.com” login page.
- **We recommend bookmarking this page, as it will be your login page each time you access SL&L to complete forms and evaluations.**



How to login to SL&L

Step 2:

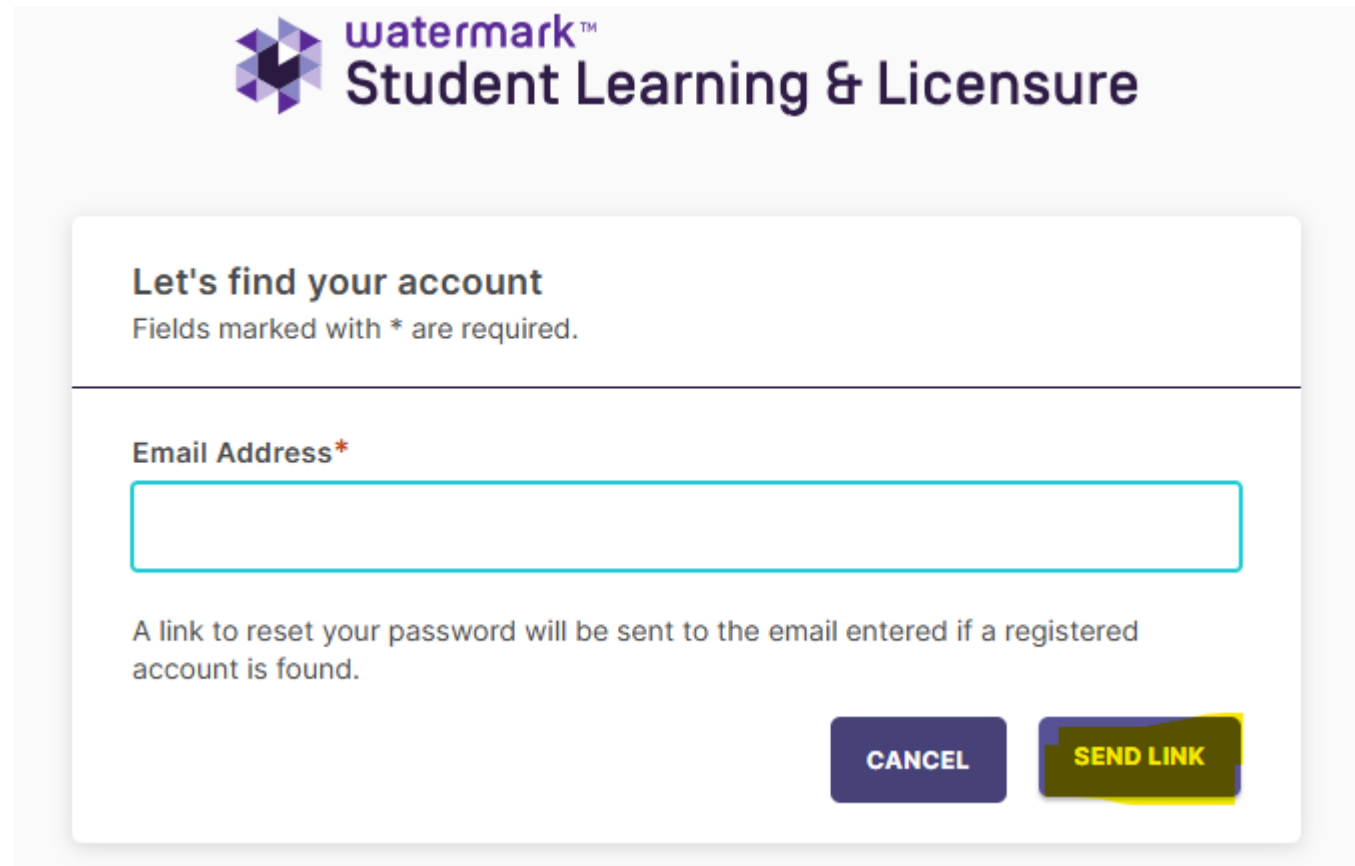
- Click on “Forgot Password”



The screenshot shows the login interface for Watermark Student Learning & Licensure. At the top, there is a logo consisting of a purple cube-like shape next to the text "watermark™ Student Learning & Licensure". Below this is a white box with a light gray border. Inside the box, the text "Sign In" is centered at the top. Below a horizontal line, there are two input fields. The first is labeled "Email Address" and has a light blue border with a vertical cursor inside. The second is labeled "Password" and has a light gray border. At the bottom of the box, there are two buttons: a purple button with the text "SIGN IN" in white, and a yellow button with the text "Forgot Password" in black. The yellow button is highlighted with a yellow background.

How to login to SL&L

- Enter your email address (must be your work email address) and click on “Send Link”. Now you’ll receive a password reset email.



The screenshot shows a web form for account recovery. At the top is the Watermark logo and the text "Student Learning & Licensure". Below this is a section titled "Let's find your account" with a note that fields marked with an asterisk are required. There is a single text input field labeled "Email Address*". Below the field is a message stating that a password reset link will be sent to the email if a registered account is found. At the bottom right are two buttons: "CANCEL" and "SEND LINK".

watermark™
Student Learning & Licensure

Let's find your account
Fields marked with * are required.

Email Address*

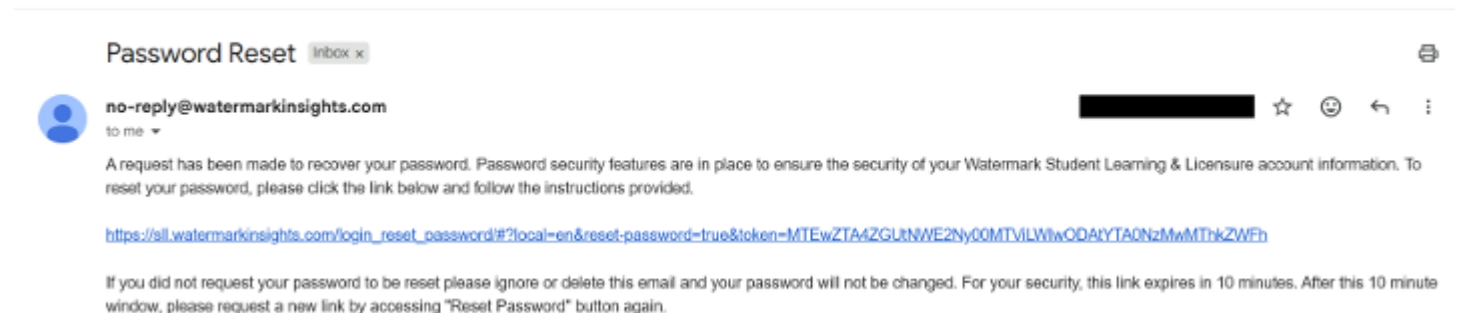
A link to reset your password will be sent to the email entered if a registered account is found.

CANCEL **SEND LINK**

How to login to SL&L

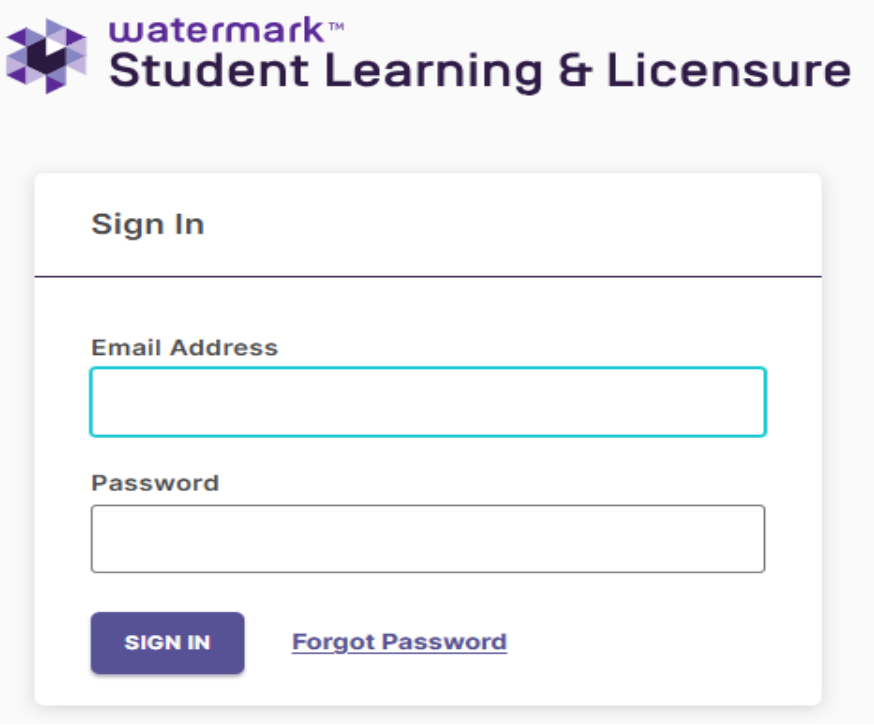
- Follow the instructions provided in the password reset email to reset your password.

Sample email



How to login to SL&L

- After password reset, go back to sll.watermarkinsights.com page.
- Enter your **username** (your work email address) and **password** then click **Sign In**.
- Now you will be logged in to **Student Learning & Licensure (SL&L)**.



The screenshot shows the login interface for the watermark Student Learning & Licensure system. At the top, there is a logo consisting of a purple cube-like shape next to the text "watermark™ Student Learning & Licensure". Below this is a white box with a purple border containing the "Sign In" form. The form has a title "Sign In" at the top, followed by two input fields: "Email Address" and "Password". At the bottom of the form, there is a purple button labeled "SIGN IN" and a link labeled "Forgot Password".

watermark™
Student Learning & Licensure

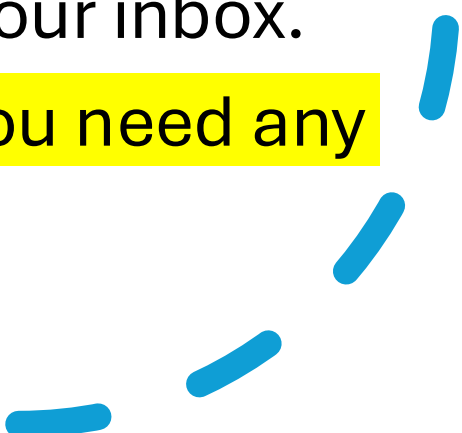
Sign In

Email Address

Password

SIGN IN [Forgot Password](#)

Note

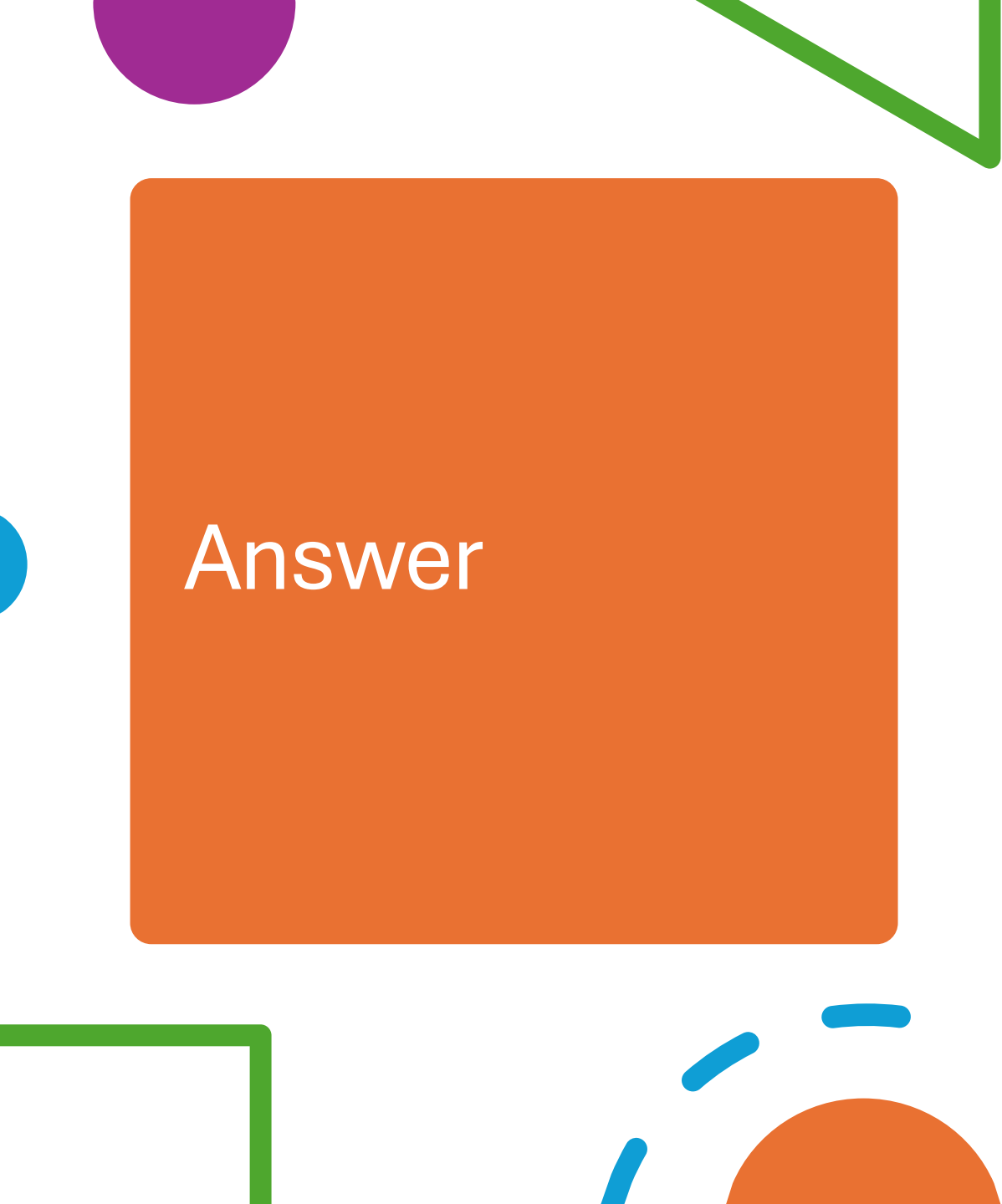
- You can reset your password as many times as needed.
 - If you do not receive the password reset email, please check your spam or junk folder. You may also want to add reply@watermarkinsights.com to your address book or safe sender list to ensure future emails are delivered to your inbox.
 - Please email sll@shsu.edu if you need any assistance.
- 



Knowledge Check

Whom should you contact if you face technical difficulties?

- A. Watermark Support Team
 - B. Email sll@shsu.edu
 - C. Contact student/field supervisor
- 



Answer

- ☒ Watermark Support Team
 - ☒ Email sll@shsu.edu
 - ☒ Contact student/field supervisor
- 

How to View Placement Details



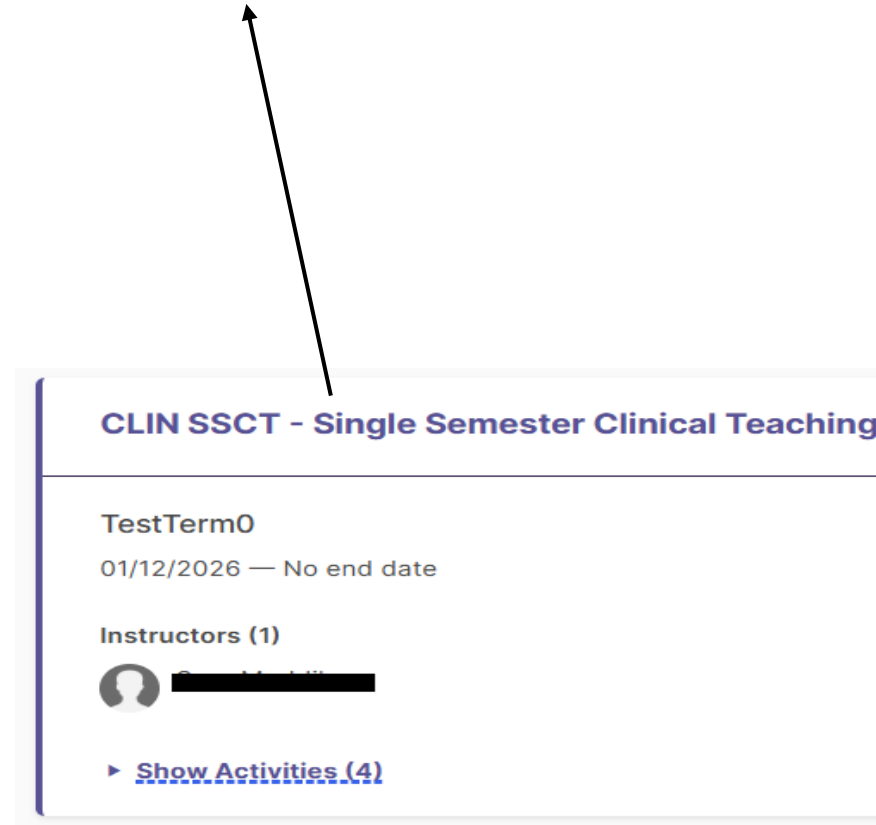
How to View Placement Details

- After logging in, click the “In Progress” tab in the left-hand menu



How to View Placement Details

- Click on Course Name



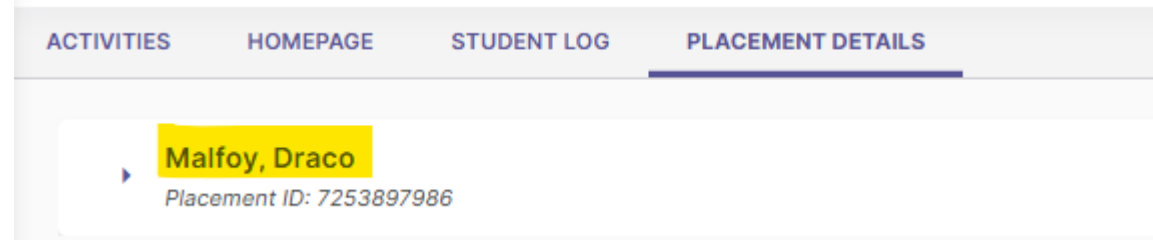
How to View Placement Details

- Click on Placement Details Tab



How to View Placement Details

- Click on Student Name



- You can see Field Supervisor Name and email next to “Supervisor” field
- You can see Cooperating/Mentor/Host Teacher name and email next to “Mentor” field



ACTIVITIES

HOMEPAGE

STUDENT LOG

PLACEMENT DETAILS

▼ Malfoy, Draco

Placement ID: 7253897986

Site Details

Site: HUNTSVILLE EL

Primary Contact:

No primary contact has been added for this site.

Address: 87, Martin Luther King Drive, Huntsville, Texas, 77320,
United States

Placement Details

Content Areas: *Not Provided*

Placement Details: *Not Provided*

Grade Levels: *Not Provided*

Dates: *Not Provided*

Student Notes: *Not Provided*

Contact Details

NAME

ROLE

EMAIL

[REDACTED]

Supervisor

[REDACTED]

Lasso, Ted

Mentor

Ted@sammy.com



Knowledge Check

Where can you find Placement information for specific student?

- A. Home Page Tab
 - B. Student Log Tab
 - C. Placement Details Tab
- 



Answer

- ☒ Home Page Tab
 - ☒ Student Log Tab
 - ☒ Placement Details Tab
- 

How to Access and Submit Activities



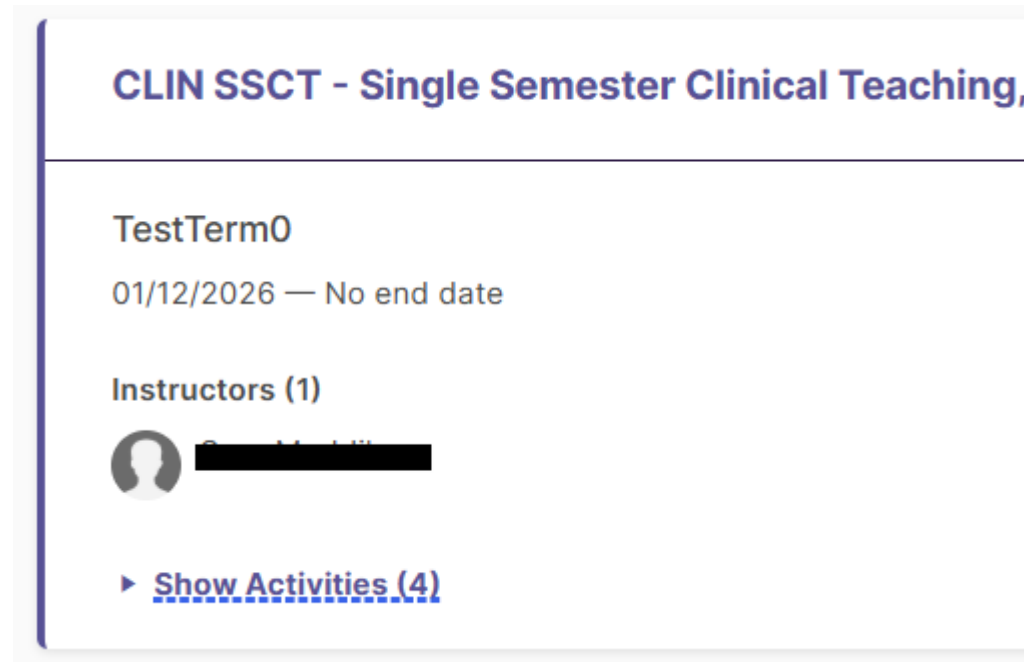
How to Access and Submit Activities

- After logging in, click the “In Progress” tab in the left-hand menu



How to Access and Submit Activities

- Click on “Show activities”
present right under the course.



How to Access and Submit Activities

- Click on required activity title.

CLIN SSCT - Single Semester Clinical Teaching, SSCT Demo Internship

TestTerm0
01/12/2026 — No end date

Instructors (1)
 Sree Maddikera

▼ Hide Activities (4)

Informal Observation 1

Cooperating/Mentor/Host Teacher Progress Report

T-TESS Formal Observation 1

Cooperating/Mentor/Host Teacher Acknowledgement and Agreement



How to Access and Submit Activities

- Click on student's name

Progress by Student

Filter by

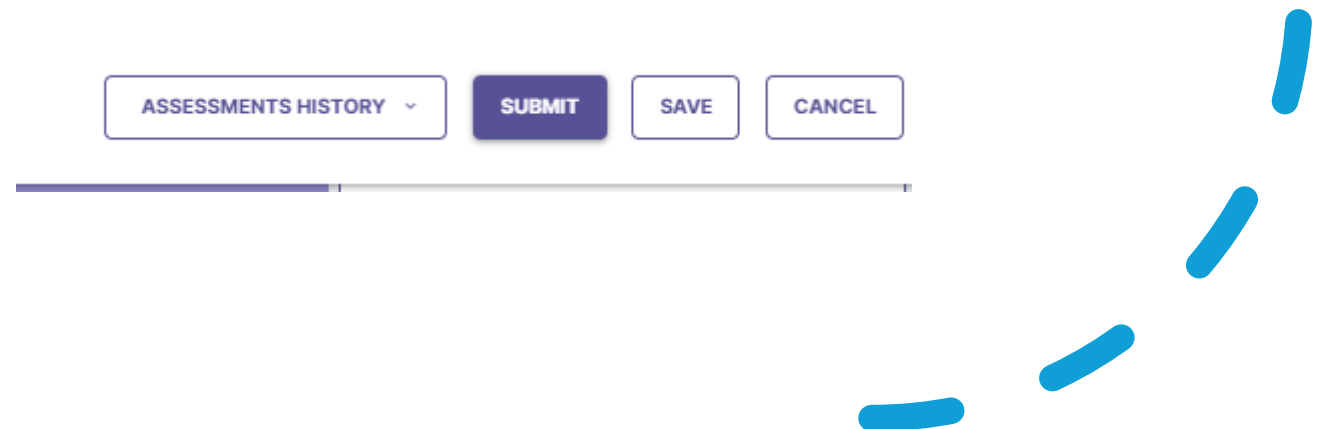
STUDENT NAME

 **Malfoy, Draco**
HUNTSVILLE EL
Placement ID: 7253897986



How to Access and Submit Activities

- Complete the activity.
- If you are not ready to submit your work, click **Save** to save your progress. You can return later to review your work and click **Submit** when you are ready.
- **Note:** Your responses will not be submitted for review until you click **Submit**.



Note

- You may see additional activities in SL&L that are available for your review but are **not assigned** for you to complete. Please refer to **Slides 30 – 32** to identify the specific activities you are responsible for reviewing and submitting.





Knowledge Check

When is an activity considered complete in SL&L?

- A. After clicking Save
 - B. After clicking Submit
 - C. When you open the activity
- 



Answer

- ☐ After clicking Save
- ☒ When you open the activity
- ☐ After clicking Submit

Always submit your activities



Activities to be submitted by Cooperating/Host/Mentor Teacher



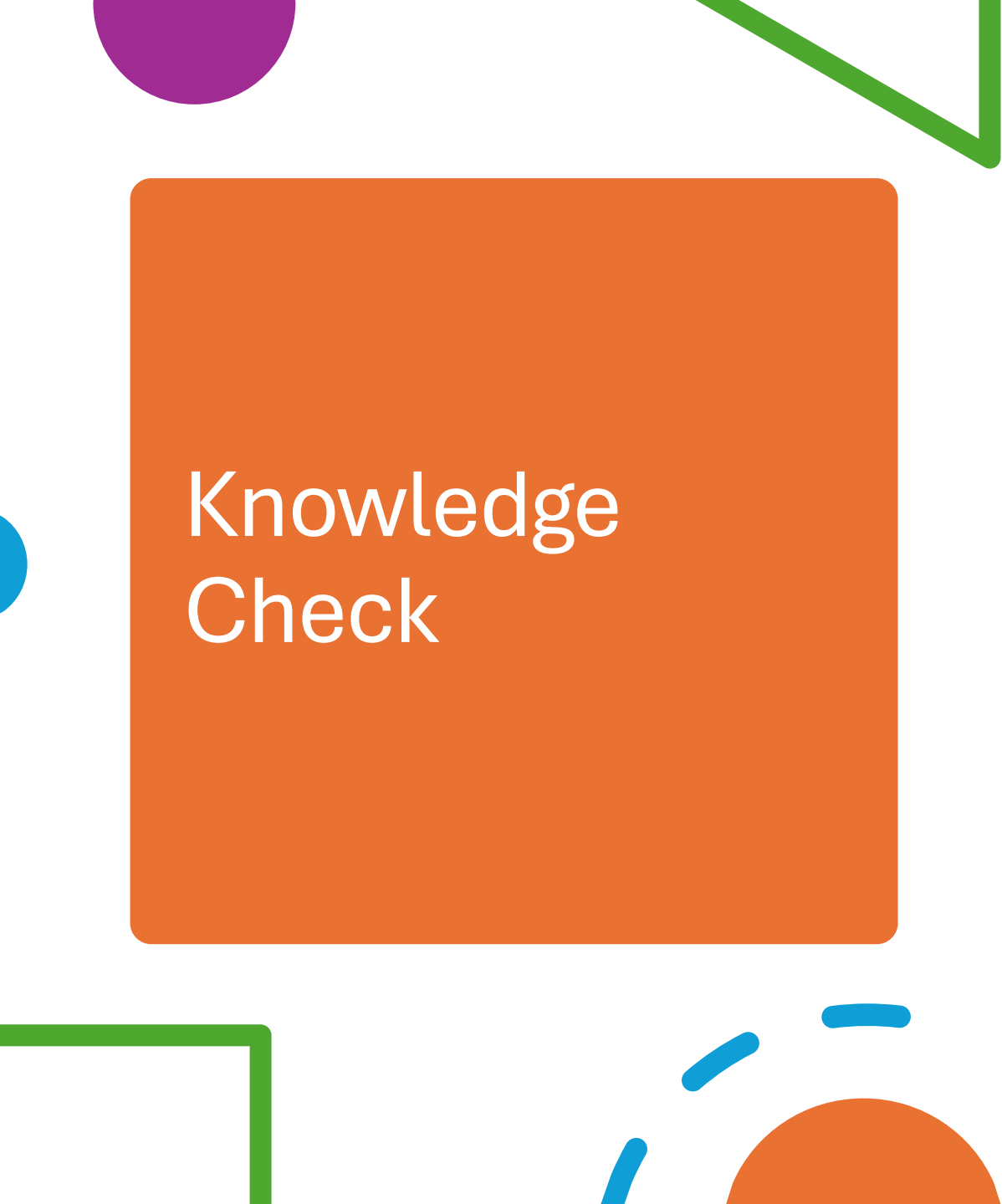
Activities to be submitted by Cooperating/ Host/Mentor Teacher

- Cooperating/Mentor/Host Teachers and Campus Administrators/Supervisors are required to complete the following activities for each Teacher Candidate:
 1. **Cooperating/Mentor/Host Teacher Guidelines for Clinical Experience Acknowledgement and Agreement**
 2. **Cooperating/Mentor/Host Teacher Progress Report**
 3. **Cooperating/Mentor/Host Teacher Recommendation**
 4. **Cooperating/Mentor/Host Teacher Forms Verification**



Activities to be submitted by Cooperating/ Host/Mentor Teacher

1. **Cooperating/Mentor/Host Teacher Guidelines for Clinical Experience Acknowledgement and Agreement**
 - This activity will be completed on First day with the teacher candidate.
 2. **Cooperating/Mentor/Host Teacher Progress Report**
 - Should be completed twice a semester per each teacher candidate
 3. **Cooperating/Mentor/Host Teacher Recommendation**
 - One evaluation is required for each teacher candidate at the end of the supervision period.
 - If you supervise the student for **only the first seven weeks**, complete this evaluation at the end of your seven-week supervision period and no earlier than the last day of your placement.
 - If you supervise the student **throughout the entire semester**, complete this evaluation **no earlier than T-TESS Formal Observation 4 and no later than 10 days after the T-TESS Formal Observation 4.**
 4. **Cooperating/Mentor/Host Teacher Forms Verification**
 - Completed at the end of your supervision period.
- 



Knowledge Check

Which of the following statements is true about activities in SL&L?

- A. Complete and submit every activity you see.
 - B. Complete and submit only the activities assigned to you; other activities may be available for review only.
 - C. Edit any activity that is visible to you.
- 



Answer

- ☐ Complete and submit every activity you see.
 - ☒ Complete and submit only the activities assigned to you; other activities may be available for review only.
 - ☐ Edit any activity that is visible to you.
- 

How to Review Activities Submitted by Field Supervisor



How to Review Activities Submitted by Field Supervisor

- Cooperating/Mentor/Host Teachers and Campus Administrators/Supervisors may be required to review activities (e.g., T-TESS Formal Observations) submitted by the Field Supervisor.
- To view those activities, click on “In Progress” -> “Show Activities” -> click on required activity -> click on “’ present next to student’s name.
- This will download a pdf file, check your downloads folder on your computer to access that file.

STUDENT NAME	ASSESSMENT STATUS
 Malfoy, Draco HUNTSVILLE EL Placement ID: 7253897986	 0/1 Awaiting Assessment 

How to Review Activities Submitted by Field Supervisor

Following are the activities that should be reviewed by Cooperating/Mentor/Host Teachers:

1. T-TESS Formal Observations : 1,2,3,4
2. Informal Observations: 1,2,3
3. Contact logs completed by the SHSU Field Supervisor
4. Teacher Candidate Dispositions Assessment – completed by SHSU Field Supervisor



How to Review and Approve Student Time Logs



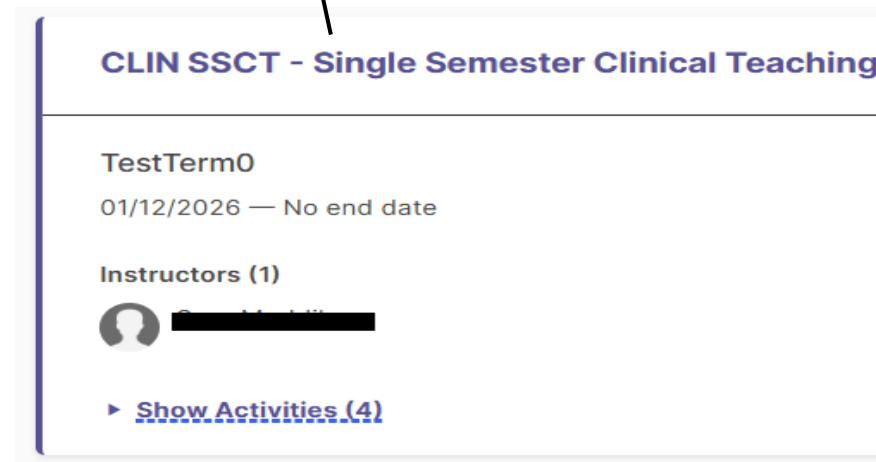
How to Review and Approve Student Time Logs

- After logging in, click the “In Progress” tab in the left-hand menu



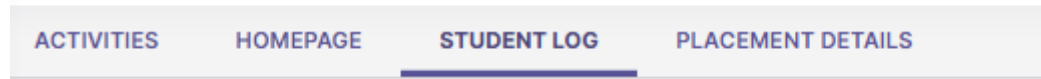
How to Review and Approve Student Time Logs

- Click on Course Name



How to Review and Approve Student Time Logs

- Click on Student Log Tab



How to Review and Approve Student Time Logs

- Click on Student Name

ACTIVITIES	HOMEPAGE	STUDENT LOG	PLACEMENT DETAILS
NAME		TOTAL ENTRIES (DURATION)	
<u>Malfoy, Draco</u>		1 (06h 00m)	



- You can **Approve**, **Reject**, or **Request Revision** for a Time Log.
- Log entries in the top section are pending review by an approver. Log entries in the lower section are already approved and do not require review.
- **Approve:** Approves the time log entry and adds the hours to the student's total number of completed hours. The reviewer will have the option to leave a comment for the student when approving.
- **Reject:** Rejects the time log entry and does not add hours to the student's total hours. Approvers can leave a comment for the student when selecting this option.
- **Request Revisions:** Using the three dot menu to the right of the entry, approvers can request revisions to a time log entry. Approvers are required to leave comments for the student when selecting this option. Students will be able to make edits to the time log entry and resubmit for approval. Entries that have been revised will appear in the reviewer's list with a Resubmitted Entry

Pending Time Log Entries

Select multiple entries to approve them at once.

APPROVE SELECTED ENTRIES

☐	DATE AT SITE	PLACEMENT	CATEGORY	CATEGORY TYPE	DURATION	FILES	DESCRIPTION	ACTION
☐	08/03/2026	HUNTSVILLE EL (ID: 7253897986)	Observation	Clinical Teaching	06h 00m	No Files	Test time log	REJECT APPROVE ⋮ Request Revision

Bulk Approval of Time Logs

- Select the checkbox next to the **Date** for the Time Log entries you want to approve. You can select multiple entries at the same time.
- Click "**Approve Selected Entries**" in the upper-right corner of the page to approve all selected Time Log entries at once.

Pending Time Log Entries								
Select multiple entries to approve them at once.								
☐	DATE AT SITE	PLACEMENT	CATEGORY	CATEGORY TYPE	DURATION	FILES	DESCRIPTION	ACTION
☒	06/25/2026	HUNTSVILLE EL (ID: 4637060136)	Interaction With Students	Clinical Teaching	04h 45m	No Files	Test	⌂ REJECT ✓ APPROVE ⋮

Remember

- Cooperating/Mentor/Host Teachers and Campus Administrators/Supervisors are required to **complete and submit only the activities assigned to them**. Please refer to **Slides 30–32** for the list of assigned activities.
- Some activities are **provided for review only**. Please **do not edit or submit** these activities. Refer to **Slides 35–37** to identify the activities that are for review only.



Remember

- Not all activities will be available at the beginning of the Clinical Experience. Activities are released throughout the experience based on the required timeline and completion of prerequisite activities.
- For example, if a Site Supervisor is required to complete a “**Agreement Form**” initially. After **Agreement Form** has been submitted, other activities will become available.
- You can always click on the “**HOMEPAGE**” tab to access additional resources and instructions.



FAQ

1. I still have questions on activities that needs to completed/reviewed by me
 - Contact SHSU Field Supervisor or email sll@shsu.edu
2. Who should I contact if you have questions about the Placement or need to discuss their progress?
 - SHSU Field Supervisor will be your Primary Contact
3. Who should I contact if I have login issues or any technical issues ?
 - Email sll@shsu.edu



THANK YOU